Creating an Apple ID

Quick Reference

Guide

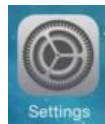ICT Training & Development

Warwickshire
County Council

This guide will provide instruction on how to create an Apple ID on an Apple Device for a Warwickshire County Council user in order to download apps from the Apple App Store.
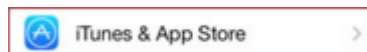
Preparing Your Device for Creation of Apple ID

Before starting the process make sure the device is not signed into the iTunes and App Store with any account (Apple ID).
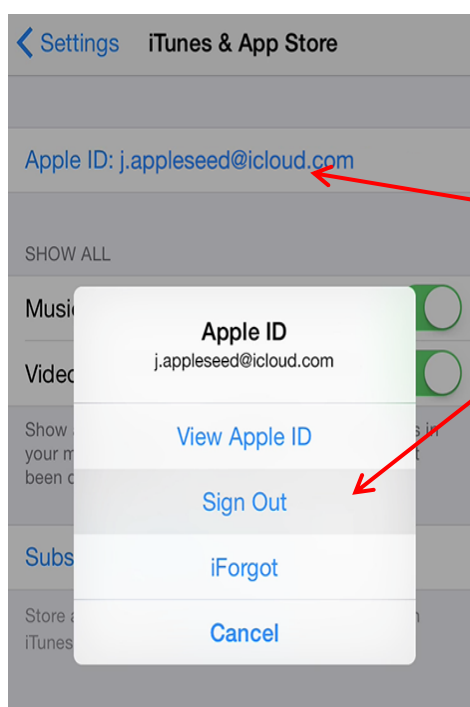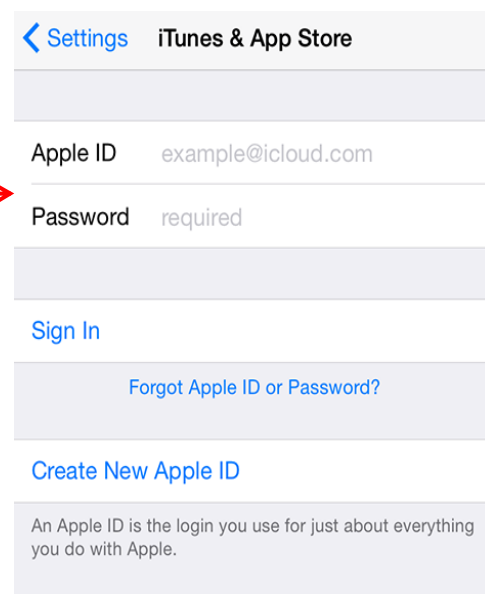
- Tap **Settings**

- Within the Settings menu, scroll down and select the option for **iTunes & App Store**

If this screen is displayed, then there is no need to sign out and you can move to '**Creating an Apple ID**'.

If this screen is displayed, then tap **Apple ID** and then tap **Sign Out**

Creating an Apple ID

Once the device is signed out of iTunes & App Store, follow the instructions in the video link below to create your Apple ID.

IMPORTANT THINGS TO NOTE BEFORE YOU START!

- Make sure the email address used to create the Apple ID is your Warwickshire County Council address.
  (e.g. yourname@warwickshire.gov.uk)
- When request for address and phone details, please enter work address and telephone number.
  (e.g. Shire Hall, Market Place, Warwick, CV34 4RL – 01926-123123)
- Make sure the instructions are followed exactly as stated in the video with regards to downloading a free app before creation of the Apple ID otherwise your personal credit card details will have been entered.
  In the event the processes are not followed, there is no way of starting the Apple ID creation process again with the same email address.
- Make sure the email address entered is spelt correctly otherwise the whole process will have to be repeated.

Link to Video: -

[How to setup Create an iTunes Account without a Credit Card](#)

If you have queries or require assistance, please contact the ICT Service Desk on 01926-414141.

For more information on available courses

(and more hints, tips and FAQs) visit:

warwickshire.learningpool.com

For support please contact the
ICT Service Desk
using the 'Service Desk Online' icon
on your PC desktop or,
if you have a problem to report,
call on **01926 41 41 41**

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